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Executive Assistant to DCI

27 June 1952

Director of Training

Weekly Summary Report

1. At the invitation of the Deputy Director (Intelligence), I attended the bi-monthly meeting of the Assistant Directors under his jurisdiction, and gave an hour's presentation on the present and future activities of the Office of Training. I feel that this was particularly valuable in that many of the Assistant Directors were unaware of the activities of the Office of Training in spite of the fact that they are provided with such information through their office Training Liaison Officers.

2. On Friday, 27 June, I had an hour's meeting with the Commandant of the National War College on future training and personnel plans of a personal nature.

3. A proposal has been prepared to provide an operational orientation course for support personnel and is under consideration.

4. Effective 1 July, the Office of Training (General) is re-organized as follows:

- a. CIA Intelligence School has been strengthened by taking command control of both Unclassified Training Group "A" and the Reading Improvement Laboratory, as well as by staff expansion. This is to meet the requirements of new policy aimed at assignment of all incoming non-covert personnel to the CIA Intelligence School, which will conduct more frequent, more intensive courses and will control lecture and other support to the Unclassified Training Group "A".
- b. A new Management Training Division replaces the General Training Division. This new division will handle executive, administrative, supervisory and clerical training. Its creation is intended to meet the growing demand for training in these areas as a result both of approval of the Career Service Program and an increasing recognition of the importance of these areas of training.
- c. The former External Training Program Staff is replaced by two new divisions:
  - (1) Junior Officer Training Division - to operate long-

training programs for select junior professionals.

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- (2) Programs Division - to lay on, control, and conduct, if appropriate, training programs in various areas of the world, in area-language, and in technological, scientific and other specialized fields.

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5. Fifty-two new personnel attended this week's Intelligence Indoctrination program.

7. As of 27 June, 309 CIA personnel are enrolled in TRS training courses, 261 in TRG training courses, making a total of 570 in training programs under the jurisdiction of the Office of Training as a whole.

MATTHEW BAIRD

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